

## Chapter 4: Application Process

The grant application process generally consists of the application submission, review and ranking by the Idaho Department of Commerce staff and Economic Advisory Council members and submission of an addendum where required. The final award is made by the governor.

### I. Application and Addendum Submission:

Applications and addenda must have one hard copy submitted to the Director of the Idaho Department of Commerce and an electronic copy to [ICDBG@community.idaho.gov](mailto:ICDBG@community.idaho.gov). The hard copy must be post marked by the announced deadline. The electronic copy must be submitted to the department no later than midnight, Mountain Standard Time of the announced deadline.

Applications and addenda may be mailed or hand delivered to the department. Mailed applications or addenda must be postmarked or dated by a commercial carrier no later than midnight of the announced application deadline. Applicants must be sure that the private carrier or the U.S. Postal Service has dated the application package not all carriers or post offices provide a dated postmark unless instructed to do so. If using the U.S. Postal Service, use the post office box for the Idaho Department of Commerce. Use the street address for commercial carriers. If an applicant chooses to deliver the application by hand, the package must reach the department by 5:00 pm Mountain Standard Time of the deadline.

The electronic version of the application and addendum must be e-mailed to **[ICDBG@community.idaho.gov](mailto:ICDBG@community.idaho.gov)** no later than midnight on the announced application deadline. At a minimum, the electronic version must contain all the information contained in:

Part B of the general application section found in Chapter 5.  
specific set-aside application:  
Part B of Chapters 6 and 9 or  
instruction / application form of Chapters 7 and 8.

### II. Professional Service Procurement

ICDBG can pay for design professional or grant administration services for firms or individuals contracted with prior to application submission. However, the solicitation for the services must have followed ICDBG procurement requirements, the work activities are eligible, and the activities are implemented after application or addenda for public facilities. This is assuming the application is funded. See Procurement Chapter of the Grant Administration Manual for ICDBG procurement requirements.

### III. **Application Review, Ranking and Award Process:**

After submittal to the Idaho Department of Commerce each application must be reviewed and ranked before it is taken to the Economic Advisory Council (EAC). The following process is followed:

- A. The application is reviewed for eligibility. If an application or project does not meet threshold criteria, it is considered disqualified and will not continue through the review process.
- B. Department staff review qualified applications using the ranking system described in this handbook. They assign points to various project components.
- C. Department staff also meets with other funding agencies to look at project funding, viability and the community's previous performance on large, funded projects.
- D. The two staff members ranking the application meet to come to a consensus regarding the project's points.
- E. The entire grant team meets to look at all of the projects and ensure comparability between similar projects.
- F. After the entire staff has agreed on the points awarded, they make their recommendations to the EAC.
- G. The council reviews the applications and may invite applicants to make presentations in person or by teleconferencing. The presentation should be made by an elected official of the local government applying for the grant that is the mayor, council member, or county commissioner. The presentation should briefly review the project, the local commitment to the project, the local effort on the project, the degree of local economic impact from the project and the degree to which the projects improve the quality of life within the communities.

Under special circumstances, the council may hold a special meeting to consider Economic Development/Job Creation projects. A special meeting may be held if in the opinion of the chairperson, a project's urgency will not permit a delay in processing the application.

- H. For public facilities and economic development – downtown projects, the council will invite the most competitive projects to submit an addendum.
- I. After the addendum has been submitted or after the presentation the council makes its recommendation to the governor.
- J. The Governor awards the projects.

#### IV. **Application Points:**

Each application is worth 1,000 points. These points are a combination of staff ranking and the points assigned by the EAC. Economic development applications (downtowns and jobs) have minimum staff point thresholds that must be met to be considered by the EAC. After the EAC has assigned its points, again, there is a minimum point threshold that must be reached for project proponents to be invited to submit an application addendum or to gain recommendation to the governor. The point thresholds are listed below.

Imminent threat applications do not receive points. They are reviewed by the staff to ensure the imminent threat criterion is met before recommending it to the EAC for review.

<b>Application Type</b>	<b>Maximum Points Available</b>		<b>Max. Total Points Avail.</b>	<b>Minimum Threshold</b>	
	<b>Staff</b>	<b>EAC</b>		<b>Staff</b>	<b>EAC &amp; Staff</b>
Public Facilities	800	200	1000	N/A	N/A
Senior/Community Centers	800	200	1000	N/A	N/A
Economic Development/ Downtown Revitalization	900	100	1000	600	700
Economic Development/ Jobs	800	200	1000	500	700
Imminent Threat	NA – No Ranking Section				

- V. Application and Grant Resolution Matrix:** This matrix is to assist with the timelines of submittals of different resolutions. Some information must be submitted with the application while other components may be submitted with the addendum and still others at contract. **This form does not have to be submitted. It is only for the applicant's reference.**

#### XVI. APPLICATION AND GRANT RESOLUTION MATRIX

# (see below)	Item	With Application	With Addendum	With Contract	After Contract	Annually if Open	Publish
1	Citizen Participation *	X					
2	Fair Housing Resolution **	X	X			Optional	Yes †
3	ICDBG Certifications/Laws and Statutes	X					
4	Section 504/Non-Discrimination Regarding Disability ***				X	Optional	Yes ††
5	Section 504/Grievance Procedure				X	Optional	Yes ††
6	Slum & Blight Resolution (only for this National Objective)	X					
7	Excessive Force ****			X			
8	Effective Communication				X		

\* Pass before first Public Hearing before submitting Application.

\*\* Adopt before submitting application for ED jobs, SR/CC and Imminent Threat and before addendum for Public Facility/Housing and Downtown Revitalization. Must be published prior to contract execution.

\*\*\* Publish after grant contract award and publicize annually by posting throughout the city/county.

\*\*\*\* Document that a policy has been adopted with contract.

† Short form may be published.

†† **Combined publication** – sample in ICDBG Administration Manual, 504 Section.